



CITY OF HILLIARD
CLASSIFICATION DESCRIPTION

POLICE OFFICER

Classification #:

01

FLSA Status:

Non-Exempt

Service Type:

Classified

Probation Period:

360 Days

Publication/Revision Date:

October 4, 2010

Commission Approval:

October 4, 2010

Nature of Work – General Description

Under the direct supervision of a Sergeant or Senior Officer in Charge, a Police Officer patrols a designated area ensuring compliance with all applicable State laws and City ordinances; answers calls when a crime is suspected or an emergency exists; takes such action as necessary to prevent crime and/or to apprehend a criminal; maintains safety; assists citizens in a wide range of emergency and non-emergency situations; and performs other related duties, tasks, and assignments as required and directed by an Agency Supervisor or the Chief of Police. The Hilliard Division of Police subscribes to the "Community-Oriented Policing" philosophy and therefore, the primary emphasis of the position involves community service. Officers are required to take a problem-solving approach to the situations they encounter on a day-to-day basis and to interact with the residents on a regular basis within the City of Hilliard to address relevant concerns facing the community.

Essential Functions of Work

(May not include all duties performed.)

Drives a police vehicle during all hours of a day; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice.

Enforce DUI and traffic laws.

Makes arrests, detains and/ or controls persons, sometimes requiring the use of physical force.

Transports prisoners and committed mental patients.

Investigates accidents, determining conditions, causes and other pertinent facts regarding accident.

Conducts investigations of crimes, preserves crime scene, gathers and preserves evidence.

Reports unsafe conditions, such as obstructions in streets.

Answers inquiries; assists stranded motorists.

Checks doors and windows of homes and businesses for security.

Essential Functions of Work (continued)

Secures and executes warrants.

Presents testimony in court.

Loads, unloads, aims and fires handguns, shotguns and other agency firearms under conditions of stress and at levels of proficiency prescribed by State standards.

Assists and provides aid to injured persons; notifies families of injury and death.

Looks for and investigates conditions and situations which may indicate a crime is about to be, or has been committed.

Maintains records and prepares reports of incidents and activities.

Gathers information in criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects and confidential informers.

Where juveniles are involved; interviews parents, appears in court, and works with school authorities.

Directs and regulates traffic.

Attends neighborhood meetings to address and evaluate the concerns of citizens.

Performs other related duties as assigned.

Qualifications

High School Diploma, G.E.D., or equivalent certificate, and a combination of education, training, and experience that would allow the incumbent to demonstrate the following knowledge, skills, and abilities:

Thorough knowledge of applicable Federal, State, and Local laws related to law enforcement. *

Thorough knowledge of law enforcement methods, principles, practices, and procedures. *

Extensive knowledge of safety practices and procedures. *

General knowledge of municipal government structure and process. *

Skills in unarmed self defense. *

Knowledge of the geography and streets within the Hilliard metro-area. ★

Qualifications (continued)

Good interpersonal and human relations skills.

Good written and verbal communication skills.

Ability to understand and carry out detailed oral and written instructions.

Ability to exercise sound reasoning and good judgment.

Ability to recognize unusual or threatening conditions and take appropriate action.

Ability to interpret and apply principles, concepts, methods, laws, ordinances, and techniques to field conditions.

Ability to recognize, analyze, and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.

Ability to organize and prioritize daily tasks and activities.

Ability to use proper research and investigative methods, techniques, and practices in gathering data.

Ability to calculate fractions, decimals, and percentages.

Ability to gather, collate, and classify information and data regarding people, places, events, and activities.

Ability to prepare clear, concise, complete, and accurate reports, and complete and maintain accurate records.

Ability to use desk & laptop computers to enter data and produce typewritten reports.

Ability to copy records precisely without error and to maintain accurate records.

Ability to work alone on most tasks.

Ability to cooperate with co-workers on group efforts.

Ability to establish and maintain a good rapport with the public.

Ability to handle routine and sensitive inquiries from, and contact with, the public.

Qualifications (continued)

Ability to maintain confidentiality in the handling of sensitive events and issues.

Ability to communicate with the public, peers, superiors, and other City officials and employees in an effective, tactful, and courteous manner.

Ability to resolve complaints from angry citizens in an effective, tactful, and courteous manner.

Ability to establish and maintain effective working relationships with superiors and peers.

(* May be developed or acquired after appointment.)

Physical Requirements

Ability to demonstrate physical strength and dexterity in the use of hands and feet.

Ability to sit for long periods at a time.

Ability to walk and stand on a regular basis, sometimes for long periods at a time.

Ability to safely and effectively operate a motor vehicle.

Ability to safely, accurately, and effectively discharge a firearm (i.e. shotgun, AR-15, 9mm, 40 caliber or .45 caliber handgun) in the line of duty.

Must be physically capable of successfully performing the essential job functions of the Police Officer classification and be free of medical conditions that would preclude one from successfully performing said functions or that would pose a direct threat to the health or safety of oneself or others.

Visual acuity must be correctable to 20/20 and vision must be free of color deficiencies that would preclude one from performing the essential job functions or that would pose a direct threat to the health or safety of oneself or others.

Other Requirements

Successful completion of a State certified Peace Officer basic training program. (Not required prior to appointment; however, if a new Officer, at time of appointment, has not completed such a training program, they must enter such a program immediately upon appointment.)

Ability to acquire and maintain certification (pursuant to state standards) for the operation of on-duty and off-duty firearms (i.e. shotgun, AR-15, 9mm, 40 caliber or .45 caliber handgun).

Other Requirements (continued)

Attained the age of 21 years on or before the date of the written examination.

Has not obtained the age of 35 years prior to application or appointment.

Possession of a valid Ohio Driver's License at time of appointment.

Must be a United States citizen.

Background must be free of prior felony convictions.

Successful completion of all phases of the Selection Process prior to appointment. (Process includes application phase, written examination, physical fitness evaluation, structured panel interview(s), record check, background investigation, polygraph examination, final interview(s), psychological evaluation medical examination, and drug screen.)

Regular and punctual attendance is regarded as an essential requirement of this classification.

Compliance with training directives established by supervisory/training personnel.

Adherence to all applicable Federal and State safety laws, rules, and regulations and City safety policies/procedures.